

**Regular Called Board Meeting Minutes**

**March 23, 2017 3:00 p.m. – 4:00 p.m.**

**Bohan Auditorium – E. L. Richardson Health Center**

**Board Members Present**

The Honorable Jeff Rader, Board Chair  
Jacqueline Davis, Vice Chair  
Camara Phyllis Jones, MD, MPH, PhD  
Delphyne Lomax Taylor  
Clyde Watkins, Jr., MD, FACP

**Board Members Absent**

The Honorable Edward “Ted” Terry  
Vasanne Tinsley, EdD

**Staff and Guests Present**

Eric Nickens, Jr.	Alawode Oladele
Sedessie Spivey	Kenn Jones
Beth Ruddiman	Jessica Grippo
Dwayne Turner	Bernard Hicks
Althea Otuata	Ed Prime
Les Richmond	Don Brundage
Angela Bines	Dwayne Turner
Les Richmond	Ennisia Henderson
Kelli Clayton	Laverna Clarke
Dianne McWethy	Brenda K. Smith
Khadya Issa	Megan Klinger
Kassie Bennett	Courtney Underwood
Brittany Villani	Raquel Heidelberg
Omatola Gordon Rose	Tadesse Misker
Courtney Underwood	Erica M. Brooks
Ryan Cira	Norma Crudup
Wanda Abrams	Paul Spadafora
Sentayehu Bedane	Patrice Cannon
Titilola Rush	Patrice Joseph
Erica M. Brooks	Bob Graham
Ndubuisi Anyalechi	

**The regularly scheduled meeting of the DeKalb County Board of Health was called to order by Board Chair Jeff Rader at 3:07pm.**

Board Chair Jeff Rader opened the meeting by acknowledging the presence of the Board Members in attendance. The Board Chair acknowledged that with Board Members Davis, Jones, Lomax-Taylor, Watkins and his self, a quorum was established.

**Item I. Approval of Minutes – January 26, 2017**

Board Chair Rader asked if there were any questions or corrections to the minutes of the January 26, 2017, Regular Called Meeting Minutes. Board Member Jones moved the minutes be approved except for two typographical edits. Chairman Rader entertained the motion to approve the minutes as is, except for the two edits Board Member Jones highlighted. Board Member Delphyne Lomax-Taylor seconded the motion. The motion to approve the minutes was unanimously approved by the Board.

**Item II. Nominations and Elections of the 2017 Board of Health Officers**

Chairman Rader announced the Nominating Committee appointments as follows:

**Delphyne Lomax Taylor**  
**Mayor Ted Terry**  
**Clyde Watkins, Jr.**

Chairman Rader informed the body of a teleconference the Nominating Committee held to discuss names to serve as officers for 2017. The Chair asked a member of the committee for a report. Member Lomax Taylor presented the following names and positions for consideration by the board:

**Jeff Rader, Chair**  
**Clyde Watkins, Vice Chair**  
**Camara Phyllis Jones, Parliamentarian**

Following the Nominating Committee report, Chairman Rader asked if there were any nominations from the floor to serve as officers for 2017; none were offered. The Chair then asked for a motion to close the nominations. Board Member Jones offered the first motion to close the nominations, followed by a second motion offered by Vice Chair Davis. The motion to close the nominations was unanimously approved by the Board.

The vote to formally accept and approve the report offered by the Nominating Committee was introduced by the Chair. Chairman Rader called for a motion to accept and approve the report offered by the Nominating Committee. Board Member Lomax Taylor made the first motion to accept and approve the nomination report, followed by a second motion offered by Board Member Jones. The motion to accept and approve the Nominating Committee report was unanimously approved by the Board.

Chairman Rader thanked the Board for the opportunity to continue serving as Chair and recognized Vice Chair Jacqueline Davis for her service to the Board. The Chair added that Board Member Davis is entitled to continue service on the Board of Health while the Board awaits the appointment of a successor by the DeKalb Board of Commissioners. The Board and the District Director presented Vice Chair Davis with an award to recognize her tenure. Vice Chair Davis expressed gratitude to the Board of Health staff and Board Members for the opportunity to assist the Board of Health and the community.

### **Item III. Appointment of the FY2018 Board Budget Committee**

The Chair provided a brief description of the budget process and referenced the calendar provided by the Board of Health finance staff. Board Chair Rader explained, per the DeKalb County Board of Health Bylaws the District Director and Board Chair may serve as ex-officio members of all Board committees. The Board Chair also explained that the District Director requested that the Board take into consideration the following Board Members to serve on the FY2018 Board Budget Committee:

**Camara Phyllis Jones**  
**Vasanne Tinsley**  
**Delphyne Lomax Taylor**

Chairman Rader informed the Board that the Budget Committee would meet in April and the full Board would consider the budget on May 25, 2017. The Board Chair asked if there were any discussion regarding the names presented for consideration. There being none, the Board Chair entertained a motion to approve the names as suggested by the District Director. Board Member Delphyne Lomax Taylor, moved for acceptance, and Board Member Clyde Watkins, Jr., seconded the motion. The motion to approve the names to serve on the FY2018 Budget Committee was unanimously approved.

### **Item IV. Contracts for Approval**

Discussion: Board Chair Jeff Rader presented the fourth item of business - contracts. Chairman Rader explained there were two items for consideration, and conceded the floor to Dr. Ford for further explanation of the contracts.

#### **1) Security Guard Services Contract Amendment Approval Request, DSI Security Services (DSI)**

Discussion: Dr. Ford explained the first amendment was needed to address security issues at health centers. The item outlined an increase in guards (staffing) at certain facilities. Dr. Ford further explained that the original contract contained a small numerical error in the notation of the North DeKalb center staffing hours; 151 hours versus 149 hours. Dr. Ford stated that the amendment would reflect a decrease in costs.

Board Member Jones posed a question regarding the reflection of staffing hours listed on the pricing sheets. Following the discussion, Dr. Ford asked Kenneth Jones of Internal Services to update the tables on the pricing sheets to reflect a more accurate account of hours and costs.

The Board Chair asked if there were any additional questions, there being none, the Board Chair entertained a motion to approve the substitute as amended with the corrections noted by Board Member Jones. Board Member Clyde Watkins, Jr., made a motion to approve the contract as recommended. Board Member Davis seconded the motion. The motion was unanimously approved.

## **2) Purchase Approval Request: Cabinetry Renovation Contract, Lichy Commercial Construction, Inc.**

Discussion: Dr. Ford provided background for the Board regarding the state of overall conditions and the need for improvements to the health centers. Dr. Ford noted that during visits to the centers in 2016, it had become clear the cabinetry was severely outdated. Chairman Rader posed a question regarding the procurement process and asked if a state system was used. Kenneth Jones explained the bid process and offered it had been bid twice, to a pool of 198 vendors, with two different respondents each time. Member Lomax Taylor asked what the difference in costs between the two vendor respondents had been. Board Member Jones noted that one bid was received, and asked if there are other ways to notify vendors that bids are available. Kenneth Jones further explained the state vendor registration process. Member Lomax Taylor stated she was not concerned about the vendor pool for this bid, but expressed concern the Board only received one respondent. Dr. Ford offered a possible scenario that the cost for commercial construction factored into the appeal of the bid for certain vendors. Chairman Rader asked if the state offered any support resources and suggested the use of market surveys to assess the marketplace. Member Jones asked if there could be the appearance of any potential relationship between the vendor and the BOH. Kenneth Jones stated no.

The Board Chair asked if there were any additional questions, there being none, the Board Chair entertained a motion to approve. Board Member Clyde Watkins, Jr., made a motion to approve the contract as recommended. Board Member Taylor Lomax seconded the motion. The motion was unanimously approved.

## **Item V. District Director's Board Report**

See the full District Director's Board Report – Report Period: February 1, 2017 – March 31, 2017

## **Item VI. Financial Status Report**

See Memorandum and Financial Status Report – Period Ending February 28, 2017.

## **Announcements**

None

**Public Comments**

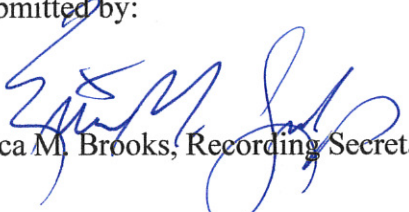
Chairman Rader thanked the Board and BOH staff once again for their leadership and dedication. The Chair affirmed a positive outlook for the agency in the coming year and encouraged the staff to share suggestions and ideas with Dr. Ford and the Board.

**Adjournment**


The Board Chair called for a motion to adjourn the March 23, 2017 meeting. Board Member Lomax Taylor offered the first motion to adjourn. The motion was seconded by Board Member Clyde Watkins, Jr.

The meeting was adjourned by Board Chair Jeff Rader at 4:11pm.

Submitted by:

  
Erica M. Brooks, Recording Secretary

Approved by:

  
The Honorable Jeff Rader, Board Chair